Data Inventory Guidelines
June 2004

For technical questions about this database:

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Data that needs to be inventoried:

1. Data shared by more than one person
2. Data used in decision-making activities (even if only one person uses that data)
3. Data that has some lasting value
4. Data that provides meaning to other data
5. Data that may be used as an input to analytical processes

Data Types to include: Databases, spreadsheets, spatial data sets, images

Examples of what to include:

1. All district- or resource-level master GIS data (i.e., data that is not stored in the corporate library/SDE).
2. Data that is used regularly that is a true "superset" of corporate data. Superset means you collect additional attributes or spatial data besides what is in the corporate theme.
3. Any significant data that is not corporate data. Characteristics of significant data are:
   a. The data has been maintained for an extended period of time, or at least you currently plan to do so.
   b. The data is shared extensively with other people or is published, such as in an Environmental Assessment or posted on a web site.
4. Applications which store data, such as Micro*Storms.
5. Data used by people for longer term (more than one season) formal or informal research.
6. Data which is similar to what other districts are using. For example, if you maintain a database of budget data and you know another district also tracks budget data, do include your database if it is different in any way.
7. Data stored on images, such as aerial photos and orthophoto quads, which are used operationally.
8. Data originally from sources external to the BLM that is stored on BLM computers (though they may be maintained through updates) and used on a regular basis.
9. Data used to manage the BLM's "business" (e.g., budget, personnel, property).

Example of what not to include:

1. National databases (outside the scope of this inventory).
2. Statewide databases (will be entered by Data Administration staff).
3. Data stored in the corporate library/SDE (will be entered by Data Administration staff).
4. Word processing documents.
5. Data files that are used personally to stay organized.
6. Programs that perform specialty analysis, such as logging systems analysis or allowable cuts calculations (disposable data).
7. "Cut outs" of corporately supported themes. Cut outs include situations where extents of the corporate spatial data are altered or when the resolution was changed from corporate data.
8. Spatial data where the number of attributes in the corporate data have been reduced.
9. Structurally identical databases. For example, if each resource area on your district maintains a copy of a database, lump those databases into one districtwide entry.
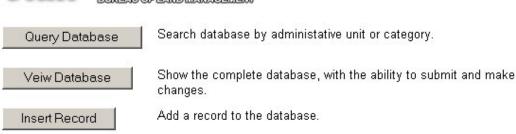
Completing the Form:

1. Open web interface – http://www.or.blm.gov/datamanagement (or hold down CTRL then click on this link)
2. Select "Data Inventory Project"
3. You will be asked for your user name and password. **Your user name is corp/ followed by the same name you use to log in into your computer** (see below). The password is the same password you use on your computer.
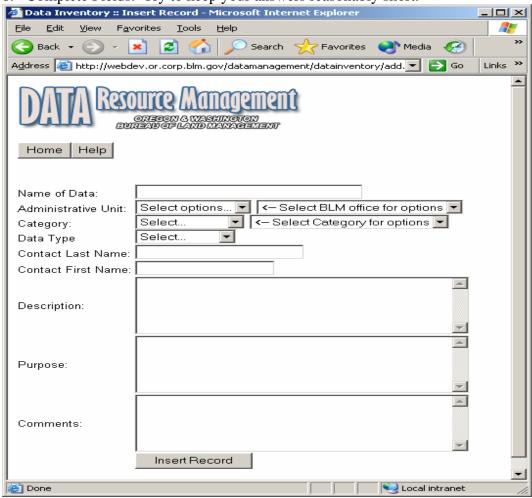

4. Once logged into the system, select **Insert Record**

Query Database	Search database by administative unit or category.
Veiw Database	Show the complete database, with the ability to submit and make changes.
Insert Record	Add a record to the database.

5. Optional – Use the **Query Database** feature to check for duplicate entries. If in doubt, a duplicate entry is preferable.
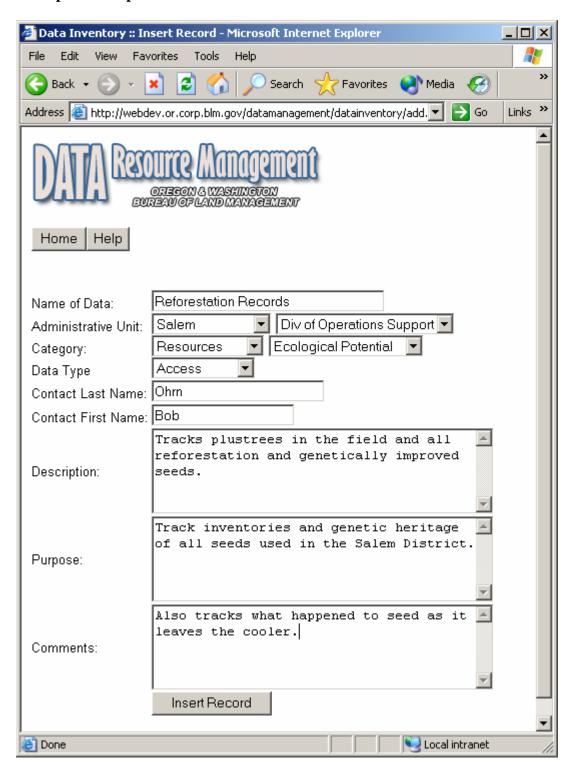
6. Complete Fields. Try to keep your answers reasonably short.

Explanation of Fields:

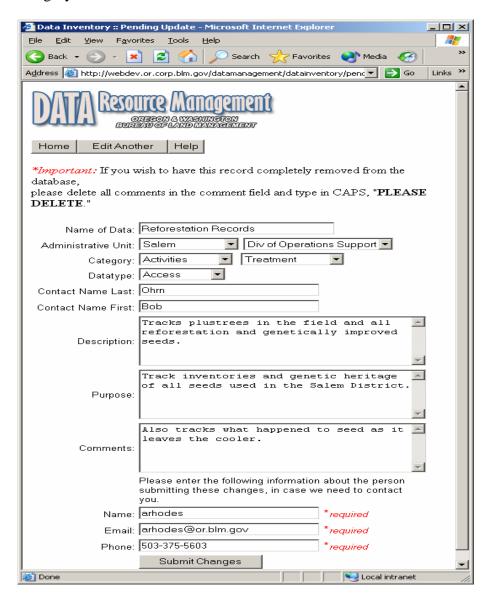| Name of Field	Data Type	Description
Name of Data	35 chars	Give the data a descriptive name that helps explain its purpose. If it is variation of OSO data, please make a reference to the OSO data. For example – GTRN – Cascades RA version.
Administrative unit	Two dependent fields	The scope of the data. Is the data used statewide, districtwide or within your resource area, division, or branch? If only one person uses the data, assign the data to that person's organizational unit.
	Pick List - 10	State Office or District name
	Pick List – 27 List is dependent on above list.	Resource areas and divisions available within the selected state or district name.
Category	Pick List	Based on data model's main categories. A description of each category is included at the end of this document.
Data Type	Pick List - Char 20	What type of technology is used to store the data? GIS includes all ESRI products. SQL based includes Oracle, Informix, and SQL server. Spreadsheets include Excel and Lotus. Application based means there is a program that manages most of the data, such as TSIS.
Contact Last Name	Char – 25	Who do we contact to get more information on the data?
Contact First Name	Char - 20	Who do we contact to get more information on the data?
Description	Comment/Memo	If this is an original dataset, provide enough description for ready understanding of what it tracks. If this is a variation of a corporate theme, state what makes this data different from the corporate theme.
Purpose	Comment/Memo	A short explanation of why this data was created. What do you do with this data? If this is a variation of a corporate theme, what does this do that the corporate theme cannot do?
Comments	Comment/Memo	Any additional information to clarify why this data is maintained. Use this field to identify the source of the data if from outside the BLM.

Example of completed record:

To edit or delete data after the initial record has been inserted:
1. Find the record to be edited.
   b. Click on **View Database** or
   c. Click on Query **Database.**
1. Select record to be edited by clicking the lines "**click here**" in the "**To Edit**" column.
2. If you want to delete the record, delete all comments in the **comment field** and type in CAPS, "**PLEASE DELETE**.".
3. Name, email and phone number of the person editing the record is required.
4. After you make changes, click the submit button.

In the screen shot on the previous page there are two errors that the following screen shows the corrections for: The Category should have been **Activities** and the sub-category should have been **Treatments**.

Suggestions for the point of contact:

As already noted in the directive, for you to make sure this inventory is complete, you will need to contact data stewards if you have them identified. Other people to contact are GIS specialists and program leads.

We tried to make this inventory easy enough to use so that anybody can click on the web site and fill in data. This leaves many options as to how to make sure the inventory is comprehensive. You need to decide what is best for your office. Some examples include:

1. Ask everybody in the office to complete the inventory for the data for which they are responsible. You can then run the reporting tool, look for gaps, and then contact the specialists directly who did not respond to request to complete the form.
2. Ask the GIS or IRM specialists for each resource area and division to complete the inventory for their group. Make sure they consult the specialists within their group.
3. One district GIS specialist plans to enter 70% of the data sets, then contact resource specialists to enter the remaining 30%.

The Query feature should prove to be a very useful tool to help you make sure the inventory is complete. If you have any doubt whether something is entered, you should double check the list. Also most disciplines should have entries. If you do not see an entry for certain disciplines, you need to contact a data steward or the program lead associated with that discipline.

If you are going to ask other people to complete part of the inventory, provide guidance regarding where people should specifically look for data, along with wording to make sure people look closely at personal computers. Such suggestions include:

1. All of the _d libraries
2. \gisdata\region\reg_l_cov
3. \gisdata\state\or_l_cov
4. \gisdata\district\???_l_cov
5. All the grid and image data.
6. District databases

Definitions of categories:

Category: Activities

Sub-Category	Definition	Examples of Data
Surveys	Surveys of any type, be it area, line or point surveys.	Stocking surveys, weed surveys
Treatments	Treatments and activities done in the field.	Prescribed burns, plantings, sprays

Category: Business Data

Sub-Category	Definition	Examples of Data
Building Management	Data having anything to do with maintenance of buildings.	
Financial Management	Data tracking anything to do with budgets or accomplishments.	
Fleet Management	Data dealing with fleet management	
Human Resources	Data dealing with personnel, staffing and employee benefits.	
Procurement	Data dealing with purchases and contracts.	

Category: Boundaries

Sub-Category	Definition	Examples of Data
Historic	Refers to the period of time after Euro-American settlement until 50 years ago.	Historic districts, wagon trails
Land Status	Group of entities containing official description of land parcels and the rights and restrictions on land parcels.	TRS, GCD, claims & leases
Political & Administrative	Related to public policy and law or to the management of government entity jurisdictions.	Counties, Wilderness boundaries
Project Areas	Any area where a specific action or set of actions will be analyzed and perhaps undertaken by the BLM.	Fire rehab areas
Reference	Entities used solely for geographic orientation.	Quads
Special Mgt Areas	Boundaries for special areas created through planning efforts.	ACEC, Resources at risk areas

Category: Facilities

Sub-Category	Definition	Examples of Data
Mineral Facilities	All data pertaining to facilities related to mining activities.	Mines, abandoned mine sites, oil/gas wells
Place	Locations representing towns,	

	buildings, and landmarks.	
Range Facilities	Facilities constructed for livestock management that are not water related.	Fences, gates
Recreation Facilities	All data pertaining to facilities related to recreation.	Campgrounds, parks, sign locations
Transportation	Facilities constructed for vehicular transport.	Roads, bridges, airstrips
Utilities & Communications	Facilities related to utilities and communication.	Power lines, gas lines, radio towers
Water Facilities	All facilities related to water management.	Damns, pipelines

Category: Resources

Sub-Category	Definition	Examples of Data
Climate	Lines or areas which describe weather conditions.	Precipitation lines, air quality zones
Current Veg Cover	Areas describing the current vegetative covering (or lack thereof) over the entire landscape.	FOI, ESI vegetation
Cultural Sites	Locations of archeological sites.	SHPO data
Ecological Potential	Things which describe the potential vegetative covering over the landscape in terms of site characteristics such as soil. What the landscape would look like if there were no disturbances.	TPCC, soil
Fire	Fuels and fire behavior patterns predicted through models. Wildfires would be classified under wildfire and prescribed burns would be classified as treatments.	Fuels models
Geology	Lines or areas describing the rocks and minerals of the earth's crust.	Formations, faults, locatable minerals
Habitat Potential	Data identifying derived areas of potential habitat for plants and animals using current and historic landscape data and known occurrences.	Sage grouse habitat, bighorn sheep habitat
Species Occurrences	Data which identifies specific occurrences of plant and animal species and may track their extents over time.	Weeds, sensitive plants, sensitive animals
Terrain	Data describing the shape of the	Elevations, HUCs

	earth's surface.	
Viewsheds	The area "visible" from a particular point, line or area. The notion of visible may include other criteria besides visible by the human eye.	Computer generated viewsheds
Water Resources	Groups of similar inland water features on the surface of the earth.	Streams, lakes
Wildfire	Wildland fire started through natural, accidental or malicious causes.	Boundaries of fires